

**DELAWARE DEPARTMENT OF JUSTICE  
JOB OPENING**

**Opening Date: March 2, 2022**

**Closing Date: Open Until Filled**

**PARALEGAL (Legal Assistant)  
Criminal Division, Felony Screening Unit, Sussex County**

**Job Responsibilities and Duties:**

This Legal Assistant position provides legal paralegal support to Deputy Attorneys General assigned to the Criminal Division and will report directly to the Felony Screening Unit in Sussex County. The general duties include, but are not limited, to conducting intake interviews with police officers, collecting evidence and other materials for felony cases, and preparing and processing legal documents such as informations and subpoenas. Responsibilities may also include providing support to the Felony Screening Unit DAG and attending court events (such as preliminary hearings) to assist the DAG. The successful candidate must be capable of working independently in a high-paced work environment.

**Job Requirements:**

This position is part of a career ladder series that incorporates Legal Assistant levels I, II and III. Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Three years of employment with the Department of Justice in a similar capacity.  
OR

1. Possession of an Associate's degree or certificate in Paralegal Studies from an ABA or Department approved program.  
OR

1. A Bachelor's degree in Criminal Justice or a related field.  
OR

1. Three years' experience in preparing and maintaining legal documents and case files.
2. Three years' experience in legal research such as researching statutes, regulations, case law and background information.
3. Three years' experience in interpreting laws, rules, regulations, standards, policies, and procedures.

4. Two years' experience in drafting legal documents and such as legal briefs or memoranda of law including presenting facts, setting out and analyzing legal issues and applying legal precedents.
5. Two years' experience in interviewing using structured or unstructured interview techniques to obtain facts, explore issues and identify courses of action.

**Internal Delaware Department of Justice Applicants: Please submit an updated Resume or Summary of work experience to the Director of Human Resources.**

**External Applicants:** In order to be considered for this position, External applicants must submit résumé and the Delaware Department of Justice application (please see link): <http://attorneygeneral.delaware.gov/executive/hr/job-application/>

**OR External applicants can e-mail a résumé and the Delaware Department of Justice application to [DOJHR@delaware.gov](mailto:DOJHR@delaware.gov) OR Fax to: 302-577-5866. EOE.**